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Approved For Release 2003/02/27 : CIA-RDP80B01676R001300030079-1

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4 September 1963

LBK

MEMORANDUM FOR: Mr. Kirkpatrick

A number of unresolved problems which may arise while I am away:

1. The Director told me to announce the appointment of Mr. Duckett as Chairman of GMAIC. This was to have been done at the last USIB meeting, but I had to leave early for a White House appointment on Vietnam and did not want Sheldon to make the announcement. Accordingly, it has not been made and USIB is not aware of the matter yet. The Director may choose to do it tomorrow at USIB, but since Duckett will probably not be on board until early October, he may choose to delay. I think you should check this out with him. *Done*

25X1 2. I have done nothing about curtailing the distribution of [] notes of the morning meetings. Since the principals are all there, and because of obvious security implications, and because action memos are prepared by your office, I do not think there should be any distribution of [] notes except to the DCI's file and a copy to you and to me. *Done*

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25X1 3. I do not think we are getting proper utilization out of the [] I have talked to Knoche about it and he is going to propose a course of action. I have the feeling we should have one person under your immediate direction spending all of his time on insuring that correspondence of all kinds, but particularly including the [] which is received or dispatched by the Director, is reviewed to insure that appropriate elements of the Agency are informed. There is much of analytical interest in the [] which should get to the DD/I, and we should not depend on the operating divisions and branches of DD/P to see that this is done. *OK*

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Many other things come to mind, but I know of nothing really urgent that I am sitting on.

[Signature]

M. S. C.

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